



# School Outreach Chair

(Development Department)

The Georgia Festival of Trees, a vibrant annual event held at the Gas South Convention Center in Gwinnett County, is seeking a dedicated and dynamic volunteer School Outreach Coordinator to join our team.

This pivotal role involves engaging educational communities and establishing connections that support the festival's mission of bringing joy and celebration to the region.

## Key Responsibilities:

- **Establish Connections:** Forge and maintain relationships with school districts within the local and surrounding areas.
- **Research and Contact:** Proactively research and establish contact with private schools within a 30-mile radius of the Gas South Convention Center.
- **Communication Flow:** Develop procedures for contacting individual schools efficiently, ensuring clear and effective communication channels.
- **Distribution of Materials:** Coordinate the sending of promotional collateral and detailed information to schools as the festival period nears.
- **Inquiry Management:** Be the first point of contact for schools with questions regarding the festival. Provide prompt and accurate responses or connect them with relevant department heads as necessary.

## Qualifications & Skills:

- **Tech-Savvy:** Comfortable with navigating Microsoft Office products (particularly Word), Google Docs, and willing to quickly learn other simple platform-based tasks.
- **Communication:** Exhibits a friendly and professional demeanor both over the phone and in written correspondence.
- **Teamwork:** Ability to work collaboratively within a diverse team to meet the collective goals of the festival.
- **Availability:** Availability and flexibility throughout the year for school engagement.
- **Team Player:** Willing to lend a hand with event set-up and tear-down, showing dedication to all aspects of the festival's success.

## Application Process:

Interested candidates are encouraged to reach out to us at [volunteers@gafestivaloftrees.org](mailto:volunteers@gafestivaloftrees.org) to arrange an interview. Join us at the Georgia Festival of Trees and play an essential role in creating a magical holiday celebration for our community!



## Festival Schedule:

**WEDNESDAY, NOV 20 - FRIDAY, NOV 22:**

- SET-UP/DECORATING DAYS

**FRIDAY, NOV 22:**

- FIRST NIGHT CELEBRATION GALA

**SATURDAY, NOV 23 - SUNDAY, DEC 1:**

- FESTIVAL OPEN TO THE PUBLIC
- (CLOSED NOV 27-28 FOR THANKSGIVING)

**SUNDAY, DEC 1 (EVENING) - MONDAY, DEC 2:**

- TEAR DOWN DAY & TREE DELIVERY

The Georgia Festival of Trees is proud to support organizations working to end the trafficking and commercial sexual exploitation of women and children in Georgia.

